

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☒ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant I			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Support Services - FACTS		14. Effective Date			
6. Location (address where employee works)  City Wichita County Sedgwick		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Racheal Sain	Program Administrator	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Racheal Sain	Program Administrator	

This position is responsible for management of the FACTS data entry operations and staff for the Wichita Region. Latitude is given in using independent judgment and initiative in determining appropriate processes to produce desired outcomes. Meets with superiors to obtain approval, information, and direction and to discuss problems relating to administration of services.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p> <p>Duties include management of the staff responsible for data entry into the Family and Child Tracking System (FACTS) data information system and quality assurance of the FACTS program. Reviews and analyzes the implementation of practices within the region as they relate to the utilization of the FACTS information systems. Provides policy support and direct supervision of PPS FACTS data entry staff. Provides leadership in program policy and procedure implementation and assures the program expectations are met. Establishes protocols for consistency and accuracy of information entered.</p>
1. 35%	E	<p><b><u>Program Integrity and Resource Management</u></b></p> <ul style="list-style-type: none"> <li>— Assists in the management of the Regional PPS Support Services resources, including staff, to ensure their actions are consistent with program policies, rules and regulations.</li> <li>— Assures effective working relationships with all DCF staff and community stakeholders and partners.</li> <li>— Works with child welfare providers, KDOC-JS and others to acquire information for data entry into FACTS.</li> <li>— Monitors quality assurance through use of reports and data evaluation.</li> <li>— Use available data tools to reconcile data and comply with all Federal and State reporting requirements.</li> <li>— Reconcile, correct and resolve data entry errors upon immediately upon discovery. This includes corrections identified as a result of case reads and reconciliation of data linked to the contract outcomes of the regional child welfare provider.</li> <li>— Work with DCF staff to ensure accurate and timely data entry.</li> <li>— Analyzes data and plans for program improvement, corrective action and training.</li> <li>— Evaluates work flow, processes and protocols to identify efficient use of staff and fiscal resources.</li> <li>— Works with regional Support Services Administrator in coordination with other regions and PPS Administration staff to implement necessary changes to realize efficiencies in operations.</li> <li>— Assures communication and documentation is maintained on staffing levels required to successfully meet outcomes, ensure program integrity and is adaptable to meet agency needs.</li> <li>— Interprets policy and procedures governing FACTS and coordinates interpretations with the other regions and PPS Administration.</li> </ul>
2. 25%	E	<p><b><u>Leadership</u></b></p> <ul style="list-style-type: none"> <li>— Fosters a commitment to support the agency in achieving its mission, visions and guiding principles.</li> <li>— Serves as an advocate for internal and external customers.</li> <li>— Identifies needs for community and agency services and seeks to improve delivery of needed services.</li> </ul>

		<ul style="list-style-type: none"> <li>— Models behavior expected of others and ensures relations with teams within the region, other regions and PPS Administration are constructive; demonstrate mutual support, trust, and respect and values diversity.</li> <li>— Attends and participates in agency related training and attends workshops to enhance skills necessary to perform tasks related to the position.</li> </ul>
3. 20%	E	<p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>— Demonstrates open, honest, respectful and professional communication, encourages constructive expression of differing viewpoints.</li> <li>— Facilitates the resolution of conflicts.</li> <li>— Adapts communication style and approach to meet the needs of the situation.</li> <li>— Effectively communicates policy, the agency's mission, vision and goals to staff and stakeholders,</li> <li>— Coordinates protocol and procedures with other regions and PPS Administration for the interpretation of policy, answering and disseminating policy clarifications and shares information to staff and internal and external partners.</li> </ul>
4. 20%	E	<p><b><u>Human Resource Management</u></b></p> <ul style="list-style-type: none"> <li>— Provides leadership, guidance and direction to FACTS staff in all matters involving program administration and management within the assigned region.</li> <li>— Insures recruitment, selection and hiring actions meet civil service guidelines and personnel rules and regulations.</li> <li>— Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable.</li> <li>— Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations.</li> <li>— Effectively uses available tools, including probationary period, to address poor performance, takes disciplinary action when appropriate and documents consistently.</li> <li>— Actively supports the development of knowledge and skills to perform at a high level.</li> <li>— Ensures necessary training and resources are available and used promptly.</li> <li>— Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is attained.</li> <li>— Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.</li> <li>— Maintains an efficient compliment of staff and increases staff productivity by using personnel management, orientation and knowledge of state personnel policies and practices.</li> <li>— Assists in evaluating program changes and outcomes to identify training needed in order to effectively implement PPS policies, programs or procedures.</li> </ul>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
(X) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Dena Briley	Administrative Officer	
Vanessa Dodd	Human Services Assistant	
Denna Bowmaker	Human Services Assistant	

Brona Sinclair	Human Services Assistant
Edwina Marquez	Human Services Assistant
Terry Watson	Human Services Assistant
Rita Borror	Human Services Assistant
Kathy Stout	Human Services Assistant
Jennica Carlson	Human Services Assistant
VACANT	Human Services Assistant
VACANT	Human Services Assistant

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with children and families who are referred/reported to the agency for services as well as daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The overall administrative program responsibilities involve stress on a daily basis resulting from volume of tasks and coordination with responding to request for guidance received from staff. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences and providing supervision to staff at multiple locations.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

College degree with education or experience in administration, supervision, data analysis, disseminating information, policy analysis, computer use, and knowledge of computer software – databases, spreadsheets, word processing, and flow charts.

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Signature of Employee                      Date

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Signature of Personnel Official                      Date

**Approved:**

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Signature of Supervisor                      Date

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Signature of Agency Head or  
Appointing Authority                      Date